2013 Combined Federal Campaign

LaRC Organizational Points of Contact and Key Worker Training

October 24, 2013

Agenda

Welcome   Cathy Mangum

CFC Overview   Cathy Mangum

Video

Financial Chair   Michelle Sample

Q&A

2013 CFC Team

- Chair – Cathy Mangum
- Vice Chair – Jeff Seaton
- Executive Secretary – Candice Evans
- Financial Chair – Michelle Sample
- Publicity Chair – Denise Lineberry
- Loaned Executive – TBD
- Employee Express – Help Desk (888-353-9450)
- *You!*

2013 CFC Events

Event	Org 1	Org 2	Org 3	Date	Location	Prior POCs
Chili Cook-off	RD	OP	OCC		Reid	Kurt Detweiler, Kristyn Ecochard, Eileen Nelson
Silent Auction	OD	SACD	OCFO	November 13th	Reid	Walt Englund
Bake Sale	OSACB K. Graupner	SMAO	OEOP		Reid	Kim Cannon
Car Show	SD	COD	SOMA		Reid Parking Lot	Lindsey Rogers, Drew Hope

Due to the shutdown, all events are tentative and a number of typical CFC events have been cancelled for this year.   Additional events may be planned but at this point we are focusing on the events above taking place on a single day.

CFC Overview

- Our opportunity to expand our continuation of caring, community support, and goodwill to charitable causes, locally and around the world

- Campaign will begin today (October 24, 2013) and will end on December 5, 2013

- This year's financial goal is $365,000

- This year's theme: "Make it Possible"

- CFC Web Site: http://cfc.larc.nasa.gov/ is available
  – Continuing to update website with CFC data
  – For general information only

Your Investment Helps

- $4 per month   can provide meals for two weeks for a senior citizen
- $5 per month   can buy and protect one acre of unprotected tropical rainforest
- $8 per month   can provide food and shelter for the night for eight homeless people
- $10 per month   can buy an emergency shelter for an earthquake victim
- $11 per month   can plant five trees in an urban area
- $15 per month   can provide four therapy sessions for a child with cerebral palsy
- $15 per month   can provide a career workshop for 15 women returning to work
- $17 per month   can provide CPR training for 12 childcare providers
- $18 per month   can provide three home visits by a nurse to a stroke victim
- $22 per month   can provide life skills training for five young teens
- $23 per month   can provide one night of protective services for 14 abused children
- $24 per month   can provide safe water to villagers by constructing new wells
- $26 per month   can provide six days of emergency shelter for a family of four
- $29 per month   can provide an adaptive tricycle for a disabled child
- $30 per month   can provide 30 homeless women and children food/shelter for one night
- $40 per month   can fund training to get a young man out of a gang and into a real job
- $44 per month   can provide two months of home-delivered meals for a senior shut-in

Key Worker Responsibilities

- Attend key worker training

- Get to know the campaign materials, especially the donor brochure

- Become familiar with how to enter contributions in Employee Express

- Help publicize events
  - Encourage your peers to attend all CFC functions

- Make sure your co-workers are aware of this year's contribution gift
  - Only one level of giving ($150)

- All contributions should be made through Employee Express.

- A manual pledge form will be available on a case-by-case basis.
  - Collect pledge forms as soon as possible when pledges are made
  - Contractors should not be solicited but if they ask they can make a cash/check contribution via manual pledge form
  - After each pledge form is turned in, please give an immediate thank you to each donor

- Follow-up with co-workers throughout the campaign

- Distribute appreciation awards promptly

Contribution Gift

Historically, the CFC campaign has been able to provide an appreciation gift to donors. In light of the current economic climate resulting in budget cuts, furloughs and lay-offs, the CFC believes that the associated costs of an appreciation gift could not be justified, and that elimination of those costs would result in more funds available for distribution to charities.

However, since the "Smart Card" (*a United Way initiative*) is produced at a nominal cost and provides unlimited, year-round discounts at local eateries and businesses; it will be distributed to all $150 and above donors.

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Video

http://www.youtube.com/watch?v=7WyhDhKUG7I

Keys to Success

- Play an active role!
  - Brief CFC kick-off at next staff meeting; use the video
  - Have your Manager visibly show support
  - Highlight CFC events each week to your staff
  - Be the energizer for getting your team involved in CFC activities during campaign
- Show your personal commitment and enthusiasm
- Have personal (face-to-face) and complete (100%) contact with your assigned employee group(s)

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Michelle Sample

LaRC 2013 CFC Financial Chair

864-4080

Building 1195, Room 1013

(located in CFO's old suite)

Employee Express Help Desk

(888) 353-9450

Combined Federal Campaign (CFC) Online Donation Process via Employee Express

Last Revised: September 7, 2012

Developed by:

Procedures

1. **Open your preferred internet browser**

2. **Enter the URL for the NASA HR Portal at: https://hr.nasa.gov and Select**

   a. **Employee Express from the Systems Launcher**
      i. **Enter your Employee Express ID and Password in the pop up box**

      or

   b. **Insert your PIV Smartcard and select Employee Express (PIV) from the Systems Launcher**
      i. **Enter your Smartcard PIN and select the Certificate that shows Smartcard logon**

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Procedures

OR

Enter the URL for the Employee Express Website:
https://www.employeeexpress.gov/

4. **Login with Your Employee Express Login ID & Password**
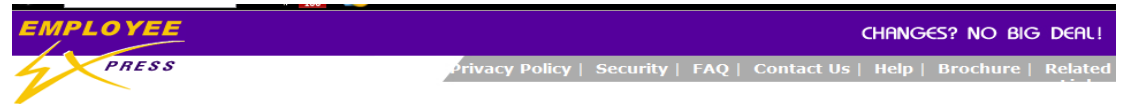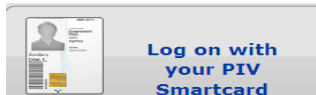   a) **Enter your Employee Express ID and Password in the box**
   b) **Click** [Login]

or

5. **Insert your PIV Smartcard**
   a. **Click the** [Log on with your PIV Smartcard]

CHANGES? NO BIG DEAL!

Privacy Policy | Security | FAQ | Contact Us | Help | Brochure | Related

Welcome to Employee Express

Employee Express puts federal employees in control of their payroll-personnel information. View a list of participating agencies.

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government.

The data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitor, record, audit and take action by all authorized government and law enforcement personnel.

Unauthorized user attempts or acts to (1) access, view, upload, change, or delete information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Login with Your Employee Express Login ID & Password

Login ID: (No Dashes)

Password:

Forgot Login ID or Password?

[Login]

Please ensure your Pop-up Blocker and Cap Locks are set to off

Login with Your PIV Card

Log on with your PIV Smartcard

What is this?

Announcements

What's New
Making Changes? Easy.

System Availability / Announcements
No announcements at this time.

Procedures

▪ **Employee Express – Security Alert Message**

6. **After reviewing the Security Alert Message, Check the box "I have read the above information" and Click**

Continue to Main Menu

EMPLOYEE XPRESS

CHANGES? NO BIG DEAL!

Privacy Policy | Security | FAQ | Contact Us | Help | Brochure

Security Alert Message

Employee Express Security Alert - Protecting Your Information

Alternate Login ID
It is required that users log in to Employee Express using an alternate login ID other than their social security number. To change your unique login ID, follow the link entitled Change Login (more)

Last Login Date
Employee Express displays the date that you last logged on to the system on the Main Menu page. Be sure to verify that it matches the last time that you accessed the system. If it does not, contact the Employee Express Help Desk.

Emails from Employee Express
Employee Express **does not** send e-mail messages asking customers to update or validate information. Do not respond to an e-mail claiming to be from Employee Express that requests your personal (more)

Passwords
Your Employee Express password should be something only you know and should not be shared with anyone. Changing your password frequently will help to reduce the chance of someone else gaining (more)

Miscellaneous Malicious Activity/Attempts to Access User Accounts
In the past, it was discovered that home computers of Employee Express users were infected with malicious software by a suspected criminal source. A piece of software known as a **rootkit** was in (more)

User Responsibility
Employee Express uses a variety of security features to protect information and data in the Employee Express environment and in its transmission to users' computers. We want to remind customer (more)

Public Computer Usage
To ensure the confidentiality of data viewed within this application, we strongly advise users to access Employee Express on a secured government network computer or well-protected personal co (more)

☑ **I have read the above information.**

Please continue to the Main Menu once you have read the information on this page.

Continue to Main Menu

Accessibility | Contact Us | About Employee Express

Employee Express - Changes? NO BIG DEAL!

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Procedures

▪ **Employee Express – Main Menu**

7. **At the Main Menu, select the link for**

    Combined Federal Campaign

    under the Payroll – Personnel Actions section of the page

❖**The CFC link is available in EEX based on the begin/end dates provided to OPM by the PCFO (regional campaign manager). If no dates are provided, the CFC link is available through the duration of the CFC Open Season, as defined by OPM**

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Procedures

- Employee Express – CFC Select Charities

❖ **The contribution dates and amounts at the top of the page represent the information from your previous donation**

8. **Before searching and selecting charities, designate the appropriate contribution method. Select Payroll Deduction or Cash Donation using the appropriate radio buttons.**

❖ **Employees who desire to contribute both a Payroll deduction and a Cash donation, must do so in THAT order (Payroll first, Cash second). If contributions are submitted in the opposite order, the Payroll deduction will overwrite the Cash donation. If this happens, employees will have to re-enter their cash donation after they submit their Payroll deduction.**

EMPLOYEE XPRESS

CHANGES? NO BIG DEAL!

Privacy Policy | Security | FAQ | Contact Us | Help | Brochure

Main Menu   Sign Out

Combined Federal Campaign Select Charities

Your current contribution is **$0.00**.

Once you save a new action, it will be effective **January 02, 2011**.

Pay Period Contribution:	$ 0.00
Total CFC Gift:	$ 0.00

Steps to Get Started:
1. Select your charity by selecting a search option at the bottom of the page.
2. Enter the search criteria to locate your charity.
3. Add your charity to your cart.
4. Repeat Steps 1 – 3 if you wish to add other charities.
5. When you have finished selecting all of your charities, click the "Save Selected Charities and Continue" button.

Charitable Organizations.

Please use the search below to select the charitable organizations to which you would like to contribute. You will be able to add up to 30 charitable organizations to your cart. When you have completed your selection of charities, click on the "Save Selected Charities and Continue" button below and you will be able to specify how much you wish to contribute.

Save Selected Charities and Continue

Please choose contribution method:	⦿ Payroll Deduction	○ Cash Donation
You can submit the following:	* Payroll Deduction * Cash donation (cash or check) * Payroll deduction and one Cash donation	

Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.

Procedures

9. If the <u>Payroll Deduction</u> contribution method is selected, go to step 13 to search for and select the charities to designate for your donation.

Please choose contribution method:	⦿ Payroll Deduction	◯ Cash Donation
You can submit the following:	* Payroll Deduction * Cash donation (cash or check) * Payroll deduction <u>and</u> one Cash donation	
Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.		

10. If you have already made a Payroll Deduction and wish to also make a Cash Donation or just want to make a Cash Donation only, select the <u>Cash Donation</u> radio button.

11. After you choose the Cash Donation button, select whether your Cash Donation will be by <u>Cash</u> or <u>Check</u>.

Please choose contribution method:	◯ Payroll Deduction	⦿ Cash Donation
Please choose cash or check:	⦿ Cash ◯ Check	
You can submit the following:	* Payroll Deduction * Cash donation (cash or check) * Payroll deduction <u>and</u> one Cash donation	
Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.		

12. If Check is selected, type your check number in the Check Number box.

NOTE: Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.

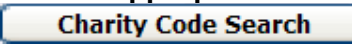| Please choose contribution method:	◯ Payroll Deduction	⦿ Cash Donation
Please choose cash or check:	◯ Cash ⦿ Check	
Check Number:	[ ]	
You can submit the following:	* Payroll Deduction * Cash donation (cash or check) * Payroll deduction <u>and</u> one Cash donation	
Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.		

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Procedures

- **Employee Express – CFC Select Charities**

13. To search for and select the charities to designate your donation, scroll down to the **Search for a Charitable Organization** section of the page

14. Using one of the four types of searches, enter the information in the place provided and click the appropriate Search button **Charity Code Search** to execute the search.

15. Once you click the appropriate search button, the page will automatically move back up to the top of the page. Scroll down below the **Search for a Charitable Organization** area to the **Search Results** area of the page to view your search results
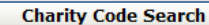

Search for a Charitable Organization.

There are four types of searches. Pick the one you wish to use, enter the information in the place provided and click the appropriate Search button to execute the search.

If you wish your contribution to be distributed proportionately to all international organizations that receive designated gifts, you can enter the code "IIIII" for the 5 Digit Charity Code.
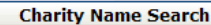
Search by 5 Digit Charity Code:

5 Digit Charity Code: (Example: **12345**) [ ]

Charity Code Search

Search by Charitable Organizations Name:

Organization Name: (Example: **My Favorite Charity**) [ ]
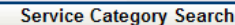
Charity Name Search

Search by Service Category (Taxonomy Code):

```
A - Arts, Culture & Humanities
B - Educational Institutions & Related Activities
C - Environmental Quality, Protection & Beautification
D - Animal Related
```

To be included in search results, charities…

[...must match ALL program areas ▼]

Service Category Search

Composite Search - Enter any search criteria below:
* Leaving fields blank may result in a large number of search results.

Starting Administrative %:	Range to search - Example: **10.9** and **15.1** [ ]
Ending Administrative %:	[ ]
Keyword(s):	[ ]
	◉ **Any Words**(with **at least one** of the words)
	○ **All Words**(with **all** of the words)
	○ **Exact Match**(with the **exact matching phrase**)
Organization Category:	NATIONAL/INTERNATIONAL AGENCIES (ALL) ▼
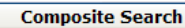
Composite Search

Procedures

16. From the search results listing, add a charity to your list by clicking **Add to Cart** for your selected charity.

❖ **You can add up to 30 charitable organizations to your cart**

17. After you add a charity to your cart, the page will automatically move back to the top. In the **Charitable Organizations** section of the page you will see the charities that you have added to your cart.

❖ **If you want to remove a charity from your cart, check the delete box ☑ Delete for the charity or charities that you want to remove. Then click Remove Deleted Charities to permanently remove the charity or charities from your list**

18. When you have completed your selection of charities, click **Save Selected Charities and Continue** to select your donation amount(s)

❖ **After selecting 'Save Selected Charities and Continue' the user can log out and return to this portion of the contribution, if necessary**

Search Results - Search By Charitable Organizations Name:

Search Results: 67 matches found.

1 2 ≥ ≥| All

Charity Code:	88906	Charity Name: American Cancer Society South Atlantic Div Inc	Location:	LOCAL AGENCIES
EIN#:	580659875	Legal Name: American Cancer Society Inc		
Phone Number:	404-816-7800	Web Address: www.cancer.org	Administrative:	2.1%

Charity Description: Nationwide community-based voluntary health organization that provides programs and services in Metro-Atlanta that are dedicated to eliminating cancer as a major health problem.
Category: H,E,P

Add to Cart

Charity Code:	64028	Charity Name: Breast Cancer Foundation The Susan G Komen - Great	Location:	LOCAL AGENCIES
EIN#:	581959763	Legal Name: SUSAN G KOMEN BREAST CANCER FOUNDATION		
Phone Number:	404-459-8700	Web Address: www.komen-atlanta.org	Administrative:	11.5%

Charity Description: Dedicated to breast health education and breast cancer screening and treatment program at the community level. Host Komen Race for the Cure.
Category: P,E,H

Add to Cart

Charity Code:	27889	Charity Name: Childhood Cancer Alliance - Rally for Research	Location:	LOCAL AGENCIES
EIN#:	201950849	Legal Name: RALLY FOUNDATION INC		
Phone Number:	678-507-1021	Web Address: www.rallyfoundation.org	Administrative:	13.1%

Charity Description: Childhood cancer is a #1 disease killer of children. Families are desperate to beat the cancer. We raise funds strictly for childhood cancer research.
Category: H,T,S

Add to Cart

Charitable Organizations.

Please use the search below to select the charitable organizations to which you would like to contribute. You will be able to add up to 30 charitable organizations to your cart. When you have completed your selection of charities, click on the "Save Selected Charities and Continue" button below and you will be able to specify how much you wish to contribute.

Organization	Charity Code	Remove
∗ 4 Paws for Ability, Inc. (NATIONAL\INTERNATIONAL AGENCIES)	59894	☑ Delete

Save Selected Charities and Continue

Please choose contribution method:	⦿ Payroll Deduction	○ Cash Donation
You can submit the following:	* Payroll Deduction * Cash donation (cash or check) * Payroll deduction and one Cash donation	

Once submitted, Payroll deductions can not be cancelled through Employee Express, contact your payroll or HR office for assistance.

To remove a charitable organization from your cart, click the delete box for that charity. To update your selection, click on the "Remove Deleted Charities" button below.

Once you have completed your selection of charities, click on the "Save Selected Charities and Continue" button above and you will be able to specify how much you wish to contribute.

Remove Deleted Charities

Procedures

19. You can now designate your total gift amount and the amount(s) to be designated to your chosen charities. To change your Total CFC Gift, type in the new Pay Period Contribution or Cash Contribution in the appropriate box in the **New** column

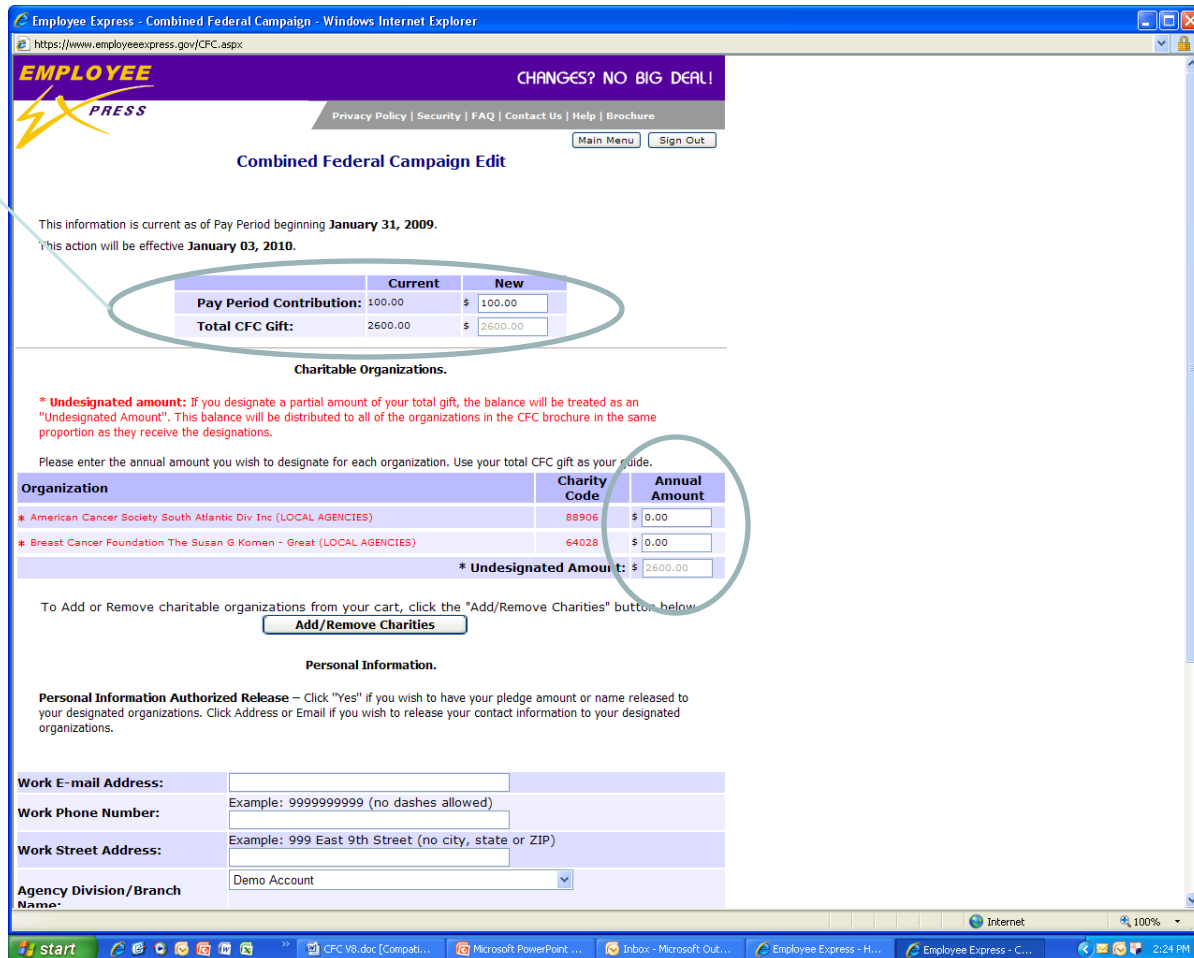|	Current		New
Pay Period Contribution:	100.00	$	100.00
Total CFC Gift:	2600.00	$	2600.00

Your Total CFC Gift amount will automatically change based on your Pay Period Contribution entry

20. After you have decided on a Total CFC Gift amount, you can now designate the annual amount for each charity. Enter the designated amount in the Annual Amount box for each charity.

	Charity Code		Annual Amount
	88906	$	0.00
	64028	$	0.00
***** Undesignated Amount:**		$	2600.00

***** Undesignated amount: If you only designate a partial amount of your total gift, the balance will be treated as an "Undesignated Amount". This balance will be distributed to all of the organizations in the CFC brochure in the same proportion as they receive the designations.**

- **Employee Express – Combined Federal Campaign Edit**

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Procedures

21. **After designating your donation amount(s), scroll down to the Personal Information section and enter the required information. At a minimum, an E-mail Address or Phone Number and a Work Street Address must be provided.**

22. **Next, select your Agency Division / Branch from the drop-down menu.**

23. **The remaining Yes/No questions pertain to the Authorization to release your personal information in reference to your donation, or to receive Recognition (if eligible) from your local campaign. Click "Yes" if you wish to have your pledge amount or name released to your designated organizations. Click Address or Email if you wish to release your contact information to your designated organizations. Click "Yes" if you wish to receive eligible recognition from your local campaign.**

24. **When complete, click** SAVE
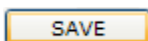
- **Employee Express – Combined Federal Campaign Edit**

To Add or Remove charitable organizations from your cart, click the "Add/Remove Charities" button below.

Add/Remove Charities

Personal Information.

Personal Information Authorized Release – Click "Yes" if you wish to have your pledge amount or name released to your designated organizations. Click Address or Email if you wish to release your contact information to your designated organizations.

|	
Work E-mail Address:	
Work Phone Number:	Example: 9999999999 (no dashes allowed)
Work Street Address:	Example: 999 East 9th Street (no city or state)
Agency Division/Branch Name:	Select an Agency/Bureau ▼ National Aeronautics and Space Administration
Amount Release Authorization:	○ Yes ⊙ No
Recognition Release Authorization:	○ Yes ⊙ No If Yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify. (Contact your local campaign for details.)
Name Release Authorization:	○ Yes ⊙ No
Contact Release Authorization:	○ By Address ○ By Email ⊙ Neither

SAVE   CANCEL

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Procedures

25. **Review your saved information to ensure that it is correct. To confirm, click `YES` or to cancel, click `NO`**

    * Clicking `NO` will send you back to the Edit page.

- **Employee Express – CFC Confirmation**

Procedures

▪ **Employee Express – CFC – Pay Period Notification**

26. **Now that your action has been saved, you can click**

> View Pledge Card as PDF

to view your pledge card based on the information you just submitted.
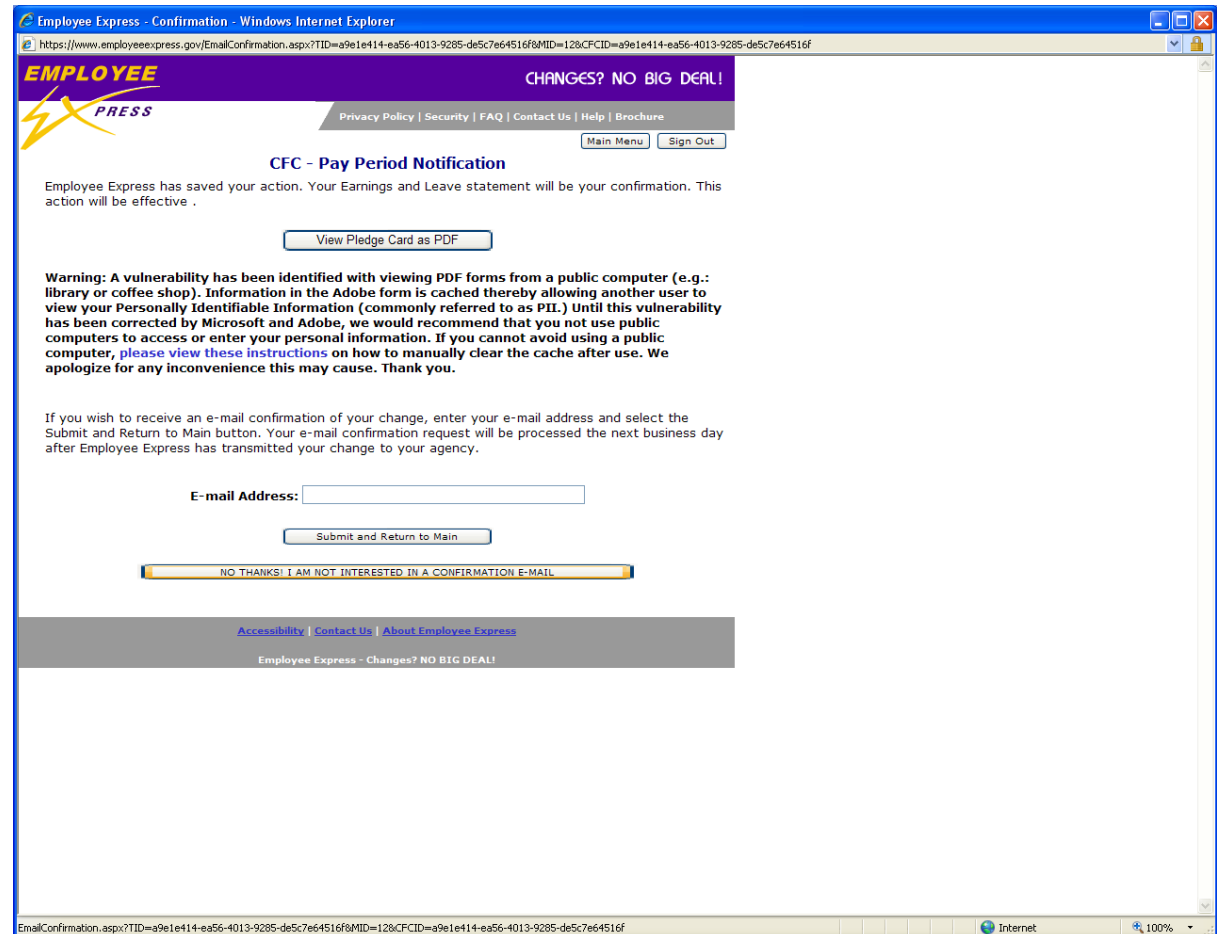
27. **If you wish to receive an e-mail confirmation of your change, enter your e-mail address in the E-mail Address box and click**

> Submit and Return to Main

28. **If you do not want to receive a confirmation E-mail, click**

> NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION E-MAIL

to return to the main menu

Employee Express - Confirmation - Windows Internet Explorer

https://www.employeeexpress.gov/EmailConfirmation.aspx?TID=a9e1e414-ea56-4013-9285-de5c7e64516f8MID=12&CFCID=a9e1e414-ea56-4013-9285-de5c7e64516f

EMPLOYEE EXPRESS   CHANGES? NO BIG DEAL!

Privacy Policy | Security | FAQ | Contact Us | Help | Brochure

Main Menu   Sign Out

CFC - Pay Period Notification

Employee Express has saved your action. Your Earnings and Leave statement will be your confirmation. This action will be effective .

> View Pledge Card as PDF

Warning: A vulnerability has been identified with viewing PDF forms from a public computer (e.g.: library or coffee shop). Information in the Adobe form is cached thereby allowing another user to view your Personally Identifiable Information (commonly referred to as PII.) Until this vulnerability has been corrected by Microsoft and Adobe, we would recommend that you not use public computers to access or enter your personal information. If you cannot avoid using a public computer, please view these instructions on how to manually clear the cache after use. We apologize for any inconvenience this may cause. Thank you.

If you wish to receive an e-mail confirmation of your change, enter your e-mail address and select the Submit and Return to Main button. Your e-mail confirmation request will be processed the next business day after Employee Express has transmitted your change to your agency.

E-mail Address:

> Submit and Return to Main

> NO THANKS! I AM NOT INTERESTED IN A CONFIRMATION E-MAIL

Accessibility | Contact Us | About Employee Express

Employee Express - Changes? NO BIG DEAL!

EmailConfirmation.aspx?TID=a9e1e414-ea56-4013-9285-de5c7e64516f8MID=12&CFCID=a9e1e414-ea56-4013-9285-de5c7e64516f   Internet   100%

Procedures

- The picture to the right is an example of the EEX CFC Pledge Card Receipt when the [View Pledge Card as PDF] button is selected.

EEX CFC Pledge Card Receipt

CFC Campaign No. 0941

NAME (LAST) FIRST MIDDLE INITIAL	AGENCY REPORTING ID	SOCIAL SECURITY NUMBER
DEADRICK DAVID A	1000000 - NASA HEADQUARTERS	***** 3350

WORK ADDRESS & ZIP CODE	WORK PHONE
21 TEST STREET	999-999-9999

CONTRIBUTION: Fill in the blank showing the amount of your payroll allotment, cash or check contribution. Write in the total of your annual contribution in the space provided.

ALLOTMENT SOURCE	AMOUNT	INTERVAL	TOTAL GIFT	CHARITY CODE	ANNUAL AMOUNT
CIVILIAN PAYROLL		x 26 pay periods			

Check / Cash Amt: $50.00 Check Number: _____
(make check payable to the Combined Federal Campaign)
Date of Contribution: 09-02-2010

| | | | | 59894 | ——— $50.00 |

CFC organizations do not provide goods or services in whole or partial consideration for any contributions made to the organizations via this pledge card.

DESIGNATED GIFT: To designate one or more charities or federated groups that appear on the list provided, fill the charity or federal code(s) and dollar amounts above.

To learn more about CFC activities in your area (i.e., kickoffs, special events, etc), and to inquire if the campaign offers donor incentives, contact your local CFC office.

RECOGNITION OPTIONS

In order to protect your information and maintain confidentiality, each field below requires two steps. Your information will NOT be released unless the field is filled in AND the box is checked. By completing the line(s) below AND checking the box, your name along with the corresponding information will be released to your designated charities.

☐ Pledge Amount: _____
☐ Home Address: _____
_____
☐ Home E-Mail: _____

PAYROLL DEDUCTION AUTHORIZATION

I hereby authorize any agency of the United States Goverment by which I may be employed during the next year to deduct the amount(s) shown above from my pay each pay period during next year starting with the first pay period in January and ending with the last pay period in December, and to pay the amounts so deducted to the Combined Federal Campaign shown above. I understand that this authorization can only be revoked by me through arrangements made with my servicing personnel or payroll directly.

SIGNATURE ____Electronic____ DATE ___09-02-2010___

Contributor - Keep for Personal Tax Records

OPM 1654
Revised January 2010

Procedures

▪ **Employee Express – CFC – Override Pending Contribution**

29. **Now that your contribution has been submitted, you can click** `YES` **to override the contribution and make additional changes. You can modify the charities, the amounts pledged, or the recognition / release indicators**

NOTE: Once submitted, Payroll deductions cannot be cancelled through Employee Express, contact your payroll or HR office for assistance.

Employee Express - Combined Federal Campaign - Windows Internet Explorer

Work E-mail Address:	TEST.USER@NASA.GOV
Work Phone Number:	Example: 9999999999 (no dashes allowed) 2565449999
Work Street Address:	Example: 999 East 9th Street (no city or state) 999 EAST 9TH STREET
Agency Division/Branch Name:	6200000 - NASA MARSHALL SPACE FLIGHT CENTER
Amount Release Authorization:	Yes
Recognition Release Authorization:	Yes. If Yes is selected, I wish to receive a recognition/appreciation gift if offered by my campaign and I qualify. (Contact your local campaign for details.)
Name Release Authorization:	Yes
Street 1:	1028 RISON AVENUE
Street 2:	
Street 3:	
City, County, State:	HUNTSVILLE , MADISON , AL
ZIP:	35801-0000

View PDF Pledge Card

Warning: A vulnerability has been identified with viewing PDF forms from a public computer (e.g.: library or coffee shop). Information in the Adobe form is cached thereby allowing another user to view your Personally Identifiable Information (commonly referred to as PII.) Until this vulnerability has been corrected by Microsoft and Adobe, we would recommend that you not use public computers to access or enter your personal information. If you cannot avoid using a public computer, please view these instructions on how to manually clear the cache after use. We apologize for any inconvenience this may cause. Thank you.

Do you want to override the above pending transaction?

YES   NO

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Manual Process

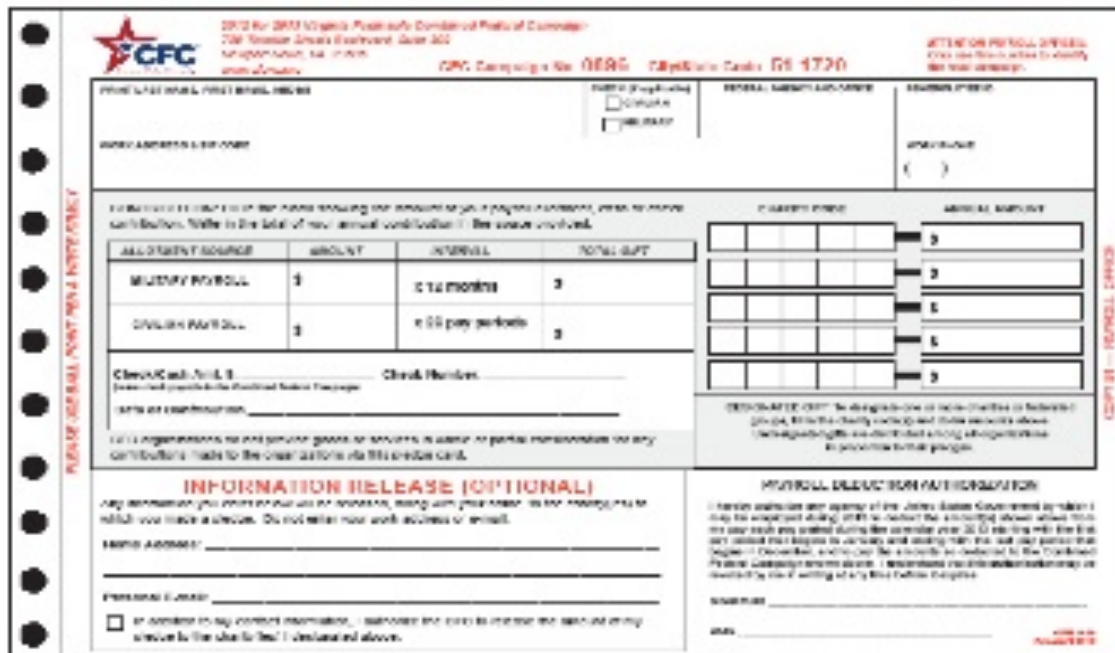Developed by:

Paper Pledge Form

- Employees continue to have the option of completing a paper pledge form, in lieu of completing an electronic pledge form

- **Contractors can participate in CFC** by making a one time contribution using the paper pledge form. Contractors cannot contribute through payroll deduction.

- All paper pledge cards and cash contributions should be turned in to Michelle Sample (B1195, R1013)

CFC PLEDGE FORM

- PRINT CLEARLY: Name, work address, telephone number and your Federal Agency. Check box for either military or civilian.
- Write monthly OR 26 pay-period deduction and the total. Fill-in five digit charity code(s) and annual amount(s).
- INFORMATION RELEASE (OPTIONAL): Complete if you want information released to your designated charity.
- Sign, date, enter SSN or Employee #. (SSN is blocked-out on copies 2 & 3.) SSN is only required for payroll office use. Cash/checks do not need SSN or signature. Make checks payable to Combined Federal Campaign.

☐ The Pledge form WHITE Copy (#1 – Payroll Office) goes inside the green report envelope and will be delivered to your payroll department for processing.

☐ The YELLOW Copy (#2 – Central Receipt) goes inside the green report envelope to be delivered to CFC office.

☐ The PINK Copy (#3 – Donor) is the donor's receipt.

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Who to Contact

- For assistance with Employee Express (questions/issues, etc) contact the Employee Express Help Desk
    - Online Help information is always available when using Employee Express. You may also reference the Frequently Asked Questions page for commonly asked questions.
    - If you need technical assistance while at work, you may contact the Employee Express Help Desk at 478-757-3030. From home, you may contact the Help Desk toll-free at 888-353-9450. Help Desk business hours are Monday through Friday 7:00 a.m. to 7:00 p.m. Eastern Time. During non-business hours, you may leave a message and a Help Desk representative will return your call within 1 business day (Monday-Friday).
    - You may also contact the Help Desk by sending a detailed e-mail message to EEXHelp@opm.gov with the following information:
        - Your name, your employing agency name , Your daytime phone number, a detailed description of your problem **(for security reasons, DO NOT include your Social Security Number (SSN), Login ID or Password in your message)**
    - Hearing impaired employees may access the TDD by calling 478-757-3117 or 1-888-880-0412. Visually impaired employees can access the Employee Express telephone system using their agency's designated telephone number.
    - Questions concerning specific personnel and payroll information, should be directed to your servicing personnel-payroll office.
    - Thank you for using Employee Express.